

Job Title: ENGINEERING TECH V - SERVICES AND DEVELOPMENT TECHNICIAN - IPR#45739

Agency : Department of Transportation

Closing Date/Time: 06/17/2022

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

***This position is covered by the Revolving Door Prohibition Policy.**

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Services and Development Technician.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for administrative support functions of the district's Bureau of Operations, including the Asset Management System (AMP), the base radio communication system, Operations roadway inventory, capital improvements, sub-section maps, facility resource assessment, budget, record keeping systems, roadside development, productivity improvement and employee training and development.

Equipment Inventory:	200 trucks, 100 tractors, 50 off-road pieces
Inventory Value:	\$25-\$30 million
Annual Budget:	\$7-\$9 million
Subordinates:	4
Communication System:	230 mobile units, 1 base station, 3 tower sites

This position reports to the Operations Engineer. Reporting to position is an Equipment Technician, Operations Technician, Radio Communications Operator and District Roadside Management Specialist.

This position provides the technical and managerial expertise required to support the Operations administrative and budgetary functions. Within the framework of an accelerated rate of deterioration coupled with limited funds with which to repair or replace facilities, the incumbent is challenged to isolate specific maintenance needs and

develop solutions and provide bureau personnel with the training needed to operate the AMP and other software systems. This position will also identify or develop resources through contacts with other districts, a review of trade journals, research reports, and contacts with manufacturers through sound engineering and administrative judgment. This position will also develop techniques and procedures to increase productivity and maximize the scarce budget resources.

Typical problems faced by the incumbent include monitoring the data and report summaries generated by AMP and reviewing daily operations to ensure compliance with Operations' policies and procedures. The greatest challenge to this position is to develop methods to increase productivity and to maximize scarce budget resources.

(Job Responsibilities continued)

Functions personally performed by the incumbent include supervising the development and monitoring the administration of the annual operations budget, monitoring AMP reports and recommending adjustments to programs impacted by weather and fiscal constraints. This position also develops improved operating procedures and techniques; develops and evaluates training programs; and evaluates the effectiveness of new equipment.

The incumbent recommends projects for the Capital Repair and Improvements Program and reviews design plans to anticipate and alleviate future maintenance problems. The incumbent is the district's AMP contact person. S/he trains and assists the Maintenance Field Engineers, Operations Supervisors and the Operations Engineer in implementing the software and spreadsheets used to plan and summarize the upcoming fiscal year program. S/he supervises the annual inventory. The incumbent reviews complaints from the public as directed and resolves or refers problems to appropriate staff members. S/he acts as the resource person in Operations weather forecasting, recommends changes to the communications system and directs revisions of sub-section maps and road inventory. S/he is responsible for the facilities of the district's rest areas and weigh stations, as well as overseeing the district's annual roadside weed spray contracts.

The incumbent accomplishes the accountabilities of this position through the following staff:

Equipment Technician – who is responsible for equipment purchases, repairs and storeroom inventory.

Operations Technician – who is responsible for providing budget monitoring reports, AMP input and reports and radio communications.

District Roadside Management Specialist – who is responsible for developing, administering and maintaining roadway landscape features to ensure safety, compatibility and aesthetics within the system.

Radio Communications Operator – who is responsible for the operation of the district radio control console and assisting in the coordination of repair and maintenance of the entire district-wide radio system.

The incumbent operates within the guidelines of the collective bargaining agreement, the Employee Safety Code, the Maintenance Policy Manual, the Manual on Uniform Traffic Control Devices and various other operating guidelines and manuals. The incumbent has wide latitude in developing improved operating procedures and the evaluation of new equipment. Problems such as severe budget shortages are referred to the Operations Engineer along with a recommended solution.

(Job Responsibilities continued)

Internal contacts are with Program Development, Project Implementation, and Administration to identify and resolve present and future maintenance problems. External contacts are with elected officials from the state and municipalities and private citizens in order to conduct reviews for municipal agreements and operations contracts.

The incumbent also has frequent contact with the public in order to receive and resolve complaints, frequent contact also occurs with equipment and materials suppliers concerning innovations in equipment. The position requires some overtime, travel, and occasional overnight stays.

The effectiveness of this position can be measured by the accuracy of records; the quality and usefulness of AMP data and related training programs; acceptable appearance of the highway landscape; and the development of improvements in operating methods and equipment.

Principal Accountabilities

1. Supervises Operations office staff activities and with the use of the AMP, develops and monitors the budget for the bureau.
2. Conducts research, develops new procedures, evaluates and recommends changes to improve the efficiency and cost-effectiveness of all operations activities, including experimental maintenance projects.
3. Answers public complaints as directed by the Operations Engineer.
4. Develops, evaluates and coordinates all operations training programs.
5. Coordinates, reviews and maintains records for annual roadway inventories, annual city maintenance agreements, construction records and jurisdiction files.
6. Coordinates capital improvements program for the bureau thru the other section chiefs and through central office Capital Improvements section and the Capital Development Board.
7. Ensures the district radio communications system maintains its comprehensive and quality communications capabilities.
8. Supervises planning for the maintenance of the highway landscape, land management, beautification and maintenance of the interstate rest areas.
9. Trains, motivates and evaluates subordinate personnel.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS six years of engineering experience; OR
 - Eight years of engineering experience
- Valid driver's license
- Overtime, travel, and occasional overnight stays

Position Desirables

- Supervisory experience
- Knowledge and experience of departmental policies and procedures for budgetary, procurement, and administrative functions.
- Completed coursework in accounting practices, computer programs, and/or procurement procedures
- Working knowledge of AMP and Bid Buy Systems
- Strong problem-solving skills
- Strong motivation and leadership skills
- Strong communication skills

Work Hours: 7:00 AM - 3:30 PM Monday-Friday

Work Location: 126 E Ash St Springfield, IL 62704-4766

Office: Office of Highways Project Implementation/Region 4/District 6/Operations

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

